

Smarter Balanced Assessment Consortium: Test Administrator Instructions and Script (developed for the Smarter Balanced open-source system) TEST OF ENGLISH LANGUAGE ARTS/LITERACY AND MATHEMATICS

SMARTER TA INSTRUCTIONS AND SCRIPT

This document is an updated version of pages 40-50 from the Smarter Test Administration Manual. It contains the instructions and script for Test Administrator (TA) to follow during the administration of the Montana Smarter.

Highlighted text indicates changes to the instructions.

Please make this document available to all test administrators.



10.0 DAY OF TEST ADMINISTRATION



Use the following information and script to assist students with the login procedures. Please refer to the *Test Administrator User Guide* at <https://mtsmarter.measuredprogress.org> to become familiar with the Online Testing System.

RECOMMENDATION: Consider printing this section to be used on the day of testing for both the computer adaptive test (CAT) and performance task (PT) portions of each content area test. Remember that the CAT and PT portions are considered two unique tests and, as such, adherence to the process that follows is needed when initiating both tests.

The Test Administrator (TA) should verify the security of the testing environment prior to beginning a test session. (See section 3.1 *Security of the Test Environment*.) TAs **must** ensure that students do not have access to digital, electronic, or manual devices during testing.

To ensure that all students are tested under the same conditions, the TA should adhere strictly to the script for administering the test. These instructions can be found in the boxes in bold on the following pages. When asked, the TA should answer questions raised by students but should never help the class or individual students with specific test items. **No test items can be read to any student for any content area, unless specified as an accommodation as listed in the *Usability, Accessibility, and Accommodations Guidelines*.**

Please remember that the script must be followed exactly and used each time a test is administered. If the class is resuming a test and the TA is sure that all students are able to log in without hearing the login directions again, the TA may skip the italicized portions of the directions.

All directions that a TA needs to read to students are indicated by the word “SAY” and are in boxes so they stand out from the regular text. They should be read exactly as they are written, using a natural tone and manner. If the TA makes a mistake in reading a direction, the TA should stop and say, “I made a mistake. Listen again.” Then the direction should be reread.

The TA should try to maintain a natural classroom atmosphere during the test administration. Before each test begins, he or she should encourage students to do their best.

Any time a student logs in to the testing system, the TA should follow this script. This includes logging in to complete the CAT items or the PT.

10.1 Starting a Test Session

The TA must create a test session before students can log in to the Student Testing System (**but no more than twenty minutes prior or the system will time out**). When a TA creates a test session, a unique session ID is randomly generated. This session ID must be provided to the students before they log in and should be written down. TAs should follow these steps to create a session:

1. *The TA logs in to the TA Interface link.*

The TA enters his or her username and password at <https://mtsmarter.measuredprogress.org> and clicks [Log In] to log in to the **Proctor interface**.

Username

Enter your email address

Password

Minimum 6 characters,
including one number

Forgot Your Password?

Log In



Montana Comprehensive Assessment System (MontCAS)



2. *The TA creates a test session.*

The test selection box is located in the upper-left corner of the screen. To create a test session, the TA may click the check box next to the appropriate test (Ex. Gr4 ELA CAT). This will enable the **[Start Session]** button.

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Start Session

Student Lookup

Print

Session ID

Approvals (0)

Select the test(s) to be included in your test session.

Sort By: Grade ☒ Subject ☐

☐ Gr4 Math Perf Field Trip
 ☐ Gr7 ELA Per Exploring the World
 ☒ Gr4 ELA CAT
 ☐ Gr5 ELA Per Power of Water/Electrics of Water
 ☐ Gr7 ELA Perf Renewable Energy Sources

} Available Tests

No students awaiting approval.

Instructions

Starting the Session:

- Select the assessment(s) that need to be included in the session, then click the [Start Session] button.
- Provide the Session ID to your students so that they can log in.

Approving Students:

- Click the [Approvals (#)] button. The Approvals and Student Test Settings window will appear.
- Click [See/Edit Details] for a student to view his or her accommodations and test settings and make any necessary changes (e.g., color background choice).
- Click the [Approve] button for each student to allow entry into the session.
- Click [Approve All Students] if all their settings are accurate and they can all enter the session.
- To deny a student, click [Deny] and enter a brief reason (e.g., student selected the wrong assessment).

Student Lookup:

You can use this feature to look up student information if a student is having difficulty logging in.

- Click the [Student Lookup] button in the top row.
- Use the [Quick Search] tab to find a student using his or her State-SSID number. Partial State-SSIDs are not allowed.
- Use the [Advanced Search] tab to find a student by district, school, and first or last name. Partial names are allowed (e.g., entering "F" into the last name field will start a search for all students in the school whose last name begins with F).

Monitoring Student Progress:

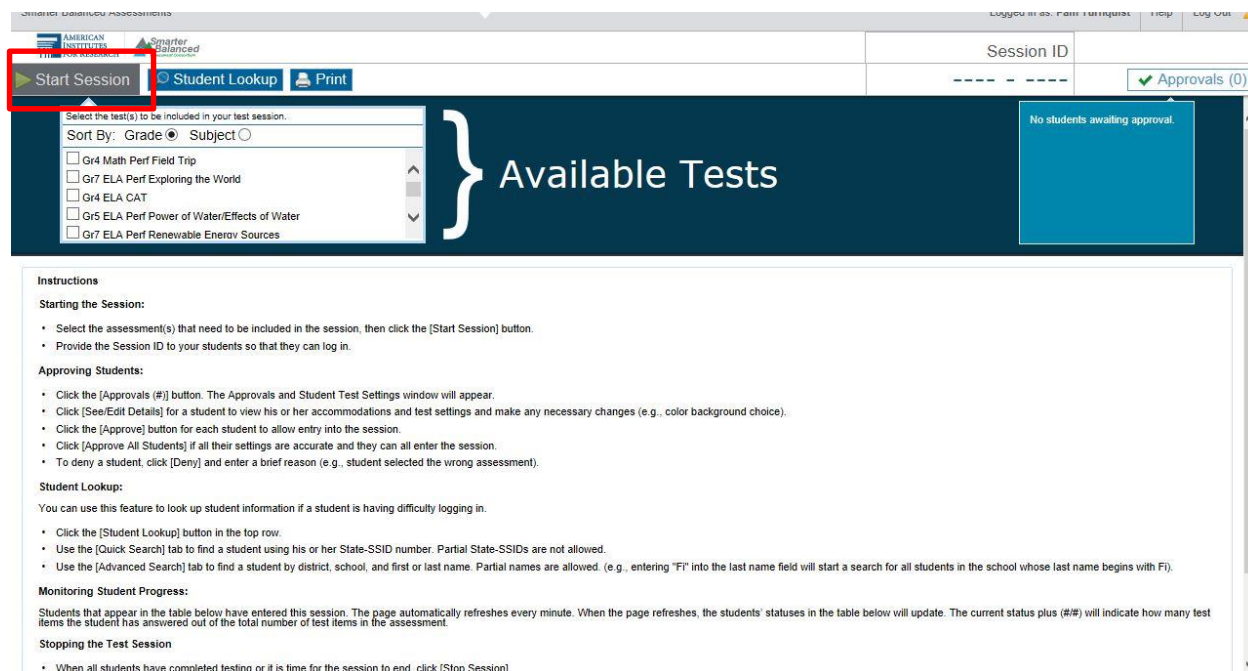
Students that appear in the table below have entered this session. The page automatically refreshes every minute. When the page refreshes, the students' statuses in the table below will update. The current status plus (#/#) will indicate how many test items the student has answered out of the total number of test items in the assessment.

Stopping the Test Session

- When all students have completed testing or it is time for the session to end, click [Stop Session].

3. The TA begins the test session.

After clicking the particular assessment(s) to be administered during the test session, the TA clicks on the **[Start Session]** button to begin the test session and generate the session ID that students use to join that test session.



Start Session | **Student Lookup** | **Print**

Session ID: ----- Approvals (0)

Available Tests

Select the test(s) to be included in your test session.

Sort By: Grade Subject

- ☐ Gr4 Math Perf Field Trip
- ☐ Gr7 ELA Perf Exploring the World
- ☐ Gr4 ELA CAT
- ☐ Gr5 ELA Perf Power of Water/Effects of Water
- ☐ Gr7 ELA Perf Renewable Energy Sources

Instructions

Starting the Session:

- Select the assessment(s) that need to be included in the session, then click the [Start Session] button.
- Provide the Session ID to your students so that they can log in.

Approving Students:

- Click the [Approvals (#)] button. The Approvals and Student Test Settings window will appear.
- Click [See/Edit Details] for a student to view his or her accommodations and test settings and make any necessary changes (e.g., color background choice).
- Click the [Approve] button for each student to allow entry into the session.
- Click [Approve All Students] if all their settings are accurate and they can all enter the session.
- To deny a student, click [Deny] and enter a brief reason (e.g., student selected the wrong assessment).

Student Lookup:

You can use this feature to look up student information if a student is having difficulty logging in.

- Click the [Student Lookup] button in the top row.
- Use the [Quick Search] tab to find a student using his or her State-SSID number. Partial State-SSIDs are not allowed.
- Use the [Advanced Search] tab to find a student by district, school, and first or last name. Partial names are allowed. (e.g., entering "F" into the last name field will start a search for all students in the school whose last name begins with F).

Monitoring Student Progress:

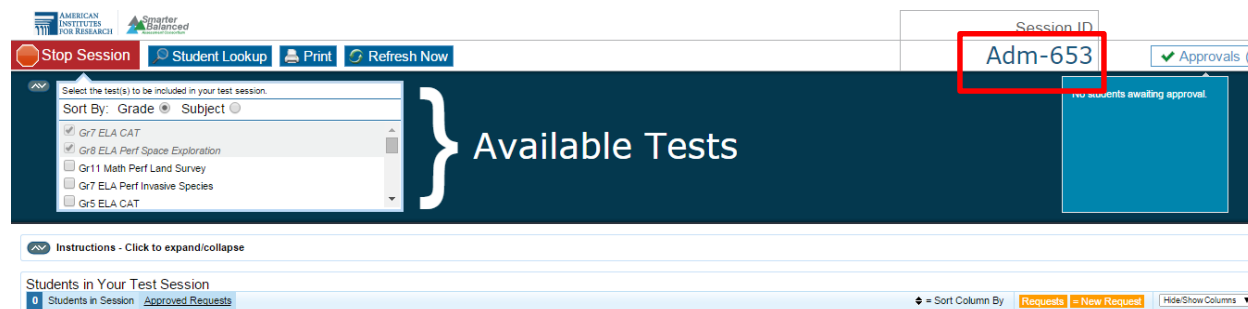
Students that appear in the table below have entered this session. The page automatically refreshes every minute. When the page refreshes, the students' statuses in the table below will update. The current status plus (#/#) will indicate how many test items the student has answered out of the total number of test items in the assessment.

Stopping the Test Session

- When all students have completed testing or it is time for the session to end, click [Stop Session].

4. The TA informs students of the test session ID.

The system-generated session ID appears in the top-right corner of the screen.



Stop Session | **Student Lookup** | **Print** | **Refresh Now**

Session ID: **Adm-653** Approvals (0)

Available Tests

Select the test(s) to be included in your test session.

Sort By: Grade Subject

- ☒ Gr7 ELA CAT
- ☒ Gr8 ELA Perf Space Exploration
- ☐ Gr11 Math Perf Land Survey
- ☐ Gr7 ELA Perf Invasive Species
- ☐ Gr5 ELA CAT

Students in Your Test Session

Students in Session	Approved Requests
0	1

Sort Column By: Requests New Request Hide/Show Columns

SAY: Today, you will take the Smarter Balanced [insert grade, ELA/mathematics, and CAT/PT] test. I will give you a test session ID that is required to start the test. If you need an individual break during the test, raise your hand and wait for my instructions and permission.

Once you have logged in, wait for me to approve the test before you start. I'll be checking that you have correctly entered the test session ID and other information.

Give students the test session ID and other log-in information.

The test session ID, the alternate student identifier (SSID), and the student's first name may be provided to students ahead of time on a card or piece of paper to help them type it in the computer accurately. Student information is confidential; therefore, the cards/papers with this information must be collected after each test session and securely shredded after testing is complete. **The TA should write down the session ID for his or her own records, in case he or she gets involuntarily logged out of the system.** The TA will be logged out of the session if there is no activity for twenty minutes by the TA or a student. Having the session ID will allow the TA to resume the session.



If the session ID is not written down or known and the TA tries to log in to the session after getting involuntarily logged out of the system, the TA will be logged out for eight hours before he or she is able to start a new session.

TAs may also write the test session ID on a classroom dry-erase or chalk board or another place where students can see it. Make sure students know that the test session ID must be entered **exactly** as it is written—it is case sensitive—without extra spaces or characters. **Students will see three boxes dedicated for the Session ID. They should start typing the ID in the first box, and it will automatically move to the next box when needed. In most cases, the Session ID will only occupy the first two boxes.**

State SSID:
(ex: 9999999123)

First Name:

Session ID: GRE - 1 -

SAY: Enter your first name followed by your SSID number. Then enter the test session ID. *Raise your hand if you need help typing this information on your keyboard.*

Please do not share your SSID with anyone. This is private information.

SAY: Now click "Sign In." *Once you have successfully logged in, you will see a screen with your first name, SSID, school, and grade. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.*

Ensure that all students have successfully entered their information.

Note: If you have lower bandwidth, you may want to have students stagger their login by a few seconds each.

The TA should ensure that the students use their legal first names, not nicknames. If a student is unable to log in, he or she will be prompted to try again and provided with a message describing the reason (an invalid SSID, for example). If the student is still having difficulty, the TA can look up the correct information using the Student Lookup function on the TA Interface or in the Administration and Registration Tools (ART) system. TAs may assist students with logging in if necessary.

5. The TA informs students of the test session in which they are participating.

SAY: On the next screen, select the [INSERT NAME OF TEST (i.e., ELA Grade 4 CAT)], and then click START TEST. After you have selected your test, you will see a screen with a moving bar and message saying that you are waiting for Test Administrator approval. This step helps ensure that you are taking the correct test. Please wait quietly while I verify each of your tests.

If TAs are unsure of which content area or test students are participating in during that session, TAs should contact the School Test Coordinator (SC).

Your Tests

Select a test.

➔

Start Math Grade 3 CAT
This is opportunity 1 of 1

➔

Start ELA Grade 3 CAT
This is opportunity 1 of 99

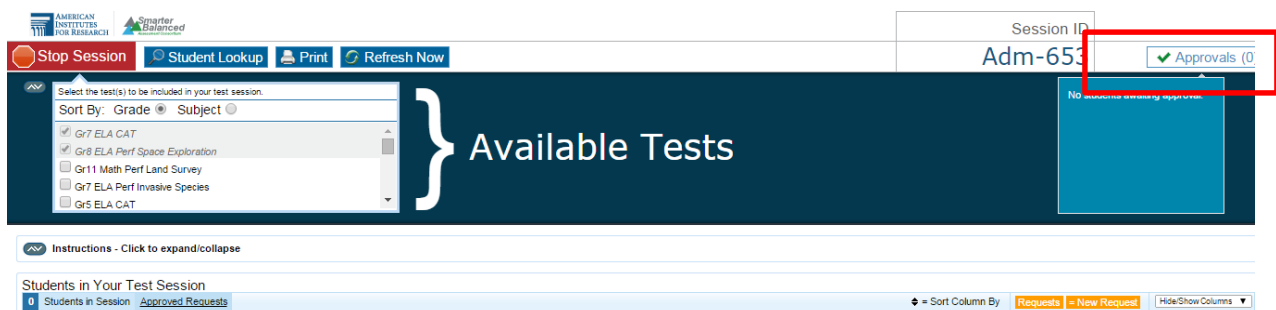
Back to Login

Students may be able to select from more than one test, for example, a PT and a CAT in both English language arts/literacy (ELA) and mathematics. TAs should direct students to select the appropriate test name based on what the TA is planning to administer at that time—to the content area “ELA” or “Math” and the test type “CAT” or “PT.” Students may only select from assessments for which they are eligible.

6. The TA views and approves students who are waiting for test session approval.

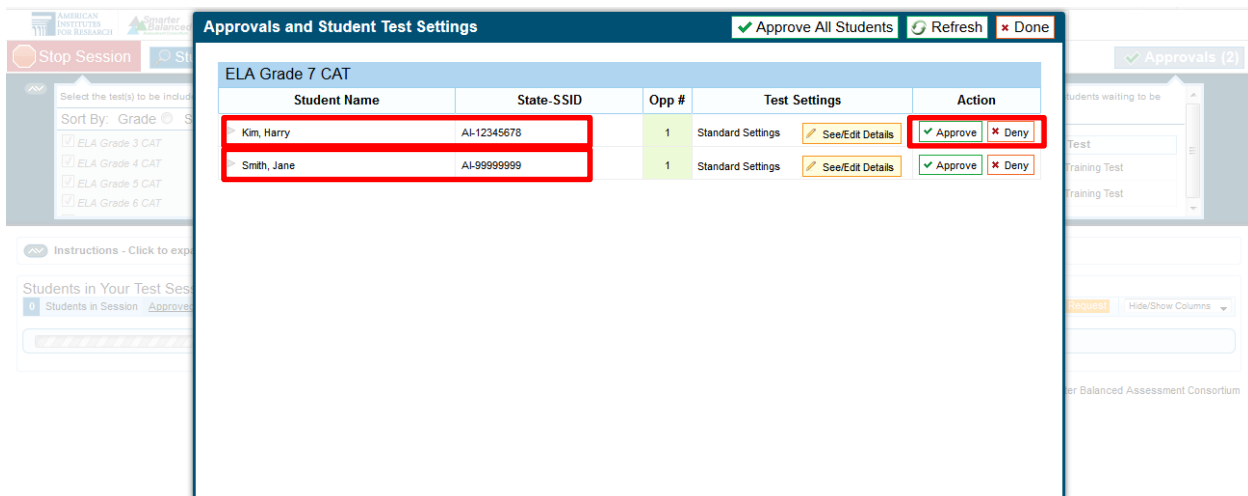
After students have selected a test, the TA verifies that each student selected the appropriate test before approving that student for testing. **It is very important that the TA pays close attention to the test name prior to approving to be sure it is the correct test to be administered at that time.** To do this:

- a. Select the [Approvals (#)] button.



- b. A new window opens that shows a list of students, organized by test name. The TA should review the list to ensure that students are taking the correct content area (mathematics or ELA) and type of test (CAT or PT).

- i. If a student selected a test other than the one the TA plans to administer that day (for example, selected a PT instead of a CAT or selected mathematics instead of ELA), the TA must deny the student entry to the test session. The student may then log in again and select the correct test.
- c. The TA should also review the test settings assigned to each student to ensure that they are correct.
 - i. If a student's settings are incorrect, do *not* approve that student to begin testing. The TA will need to work directly with a SC or System Test Coordinator (STC) to correct the test settings in ART before approving the student to begin testing. *(Reminder: It may take up to 24 hours for changes to appear in the TA interface.)* **Ensuring the test settings are correct before the student begins testing is critical to avoid the need for a test reset that may result in additional testing for the student later.**
- d. When the correct test is selected and test settings are verified, the TA clicks [Approve] or [Approve All Students].



Student Name	State-SSID	Opp #	Test Settings	Action
Kim, Harry	AI-12345678	1	Standard Settings	See/Edit Details <input checked="" type="checkbox"/> Approve <input checked="" type="checkbox"/> Deny
Smith, Jane	AI-99999999	1	Standard Settings	See/Edit Details <input checked="" type="checkbox"/> Approve <input checked="" type="checkbox"/> Deny


SAY: After I approve you to begin testing, you will see a screen asking you to check your test content area and settings. If all the information is correct, you may select YES, START MY TEST. If any of it is incorrect, please raise your hand.

Each student will be logging in at a different time. The TA should monitor the sessions and log in all students who are currently ready before assisting any students who are having problems.

If students will be taking an ELA assessment during the test session, read the next blue box so the students will know how to verify that their headsets are working properly

SAY (only for ELA test): Next you should see a screen that prompts you to verify that the sound on your computer is working. Put your headsets on and click the icon of the speaker in the circle to hear the sound. If you hear the chime, click [YES]. If not, raise your hand.

Sound Check

 Click on the sound icon to hear the sound.

If you hear the sound, click [Yes]. If not, click [No].

If a student's volume is not working, troubleshoot basic steps such as ensuring that the headset is fully plugged in, mute is not inadvertently selected, and the volume setting is turned up. If the student is still experiencing issues, contact your School Technology Coordinator or Measured Progress Service Center at (888)792-2741 or montanahelpdesk@measuredprogress.org

SAY: *Before your test appears, you will see a tutorial page listing the test tools and buttons that you may use during the test or that will appear on the test. Please read this carefully. You can also find this information during your test by clicking the HELP button in the top right corner.*

You must answer each question on the screen before going on to the next page. During the test, you may see a page with no test questions. Follow the directions on the page to continue taking the test.

You must make an answer selection in order to move to the question on the next page. If you are unsure of an answer, provide what you think is the best answer; there is no penalty for guessing. If you would like to review that answer at a later time, mark the item for review by clicking the box next to the flag in the upper-right corner of the screen before going on to the next question. Flagging the item will remind you to go back and decide whether or not you want to change the answer during this test segment.

You may PAUSE at any point in the test by clicking PAUSE rather than NEXT after answering an item. [The following statement only applies to the CAT.] The PAUSE button is used to stop the test. Note that PAUSING for more than twenty minutes will prevent you from changing any answer on previous pages of the test. Please raise your hand if you need a break and ask me before you click PAUSE.

Your answers need to be your own work. Please keep your eyes on your own test and remember that there should be no talking.

Please keep in mind that this test is divided into segments. When you get to the end of each segment, you will be prompted to review your answers before moving on. Once you submit your answers and move on to the next segment, you will not be able to return to the previous segment.

When you are ready to begin your test, click BEGIN TEST NOW at the bottom of the page.



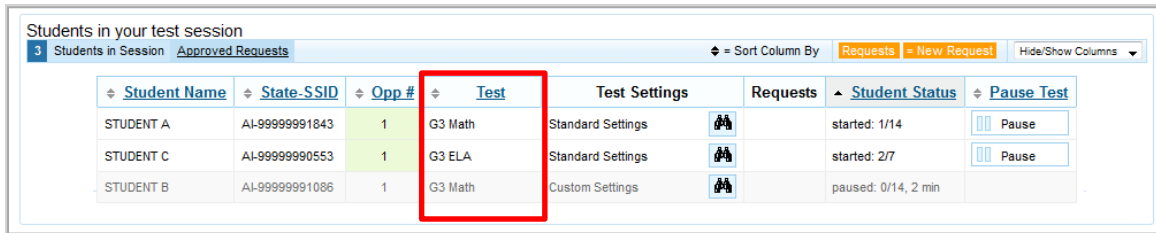
For the CAT portion of the test, after a pause, the student's test can be resumed at any time within the testing window up to forty-five days from the start date. For the performance task, there is no pause limit, but the test expires ten days after it is started. See section 7.3 *Testing Time and Recommended Order of Administration* for each content area and type of assessment.

7. The TA monitors student progress.

Monitoring Test Selection

It is very important that TAs monitor student progress throughout the test session. This includes verifying that students are participating in the appropriate content area and type of test (CAT or PT). The TA monitors the test each student is taking by referring to the Students in Your Test Session table in the TA Interface.

In the event a student is taking an incorrect test, the TA can pause the student's test. The TA should then instruct the student to log out and log in again to select the correct test.



Student Name	State-SSID	Opp #	Test	Test Settings	Requests	Student Status	Pause Test
STUDENT A	AI-99999991843	1	G3 Math	Standard Settings		started: 1/14	Pause
STUDENT C	AI-99999990553	1	G3 ELA	Standard Settings		started: 2/7	Pause
STUDENT B	AI-99999991086	1	G3 Math	Custom Settings		paused: 0/14, 2 min	

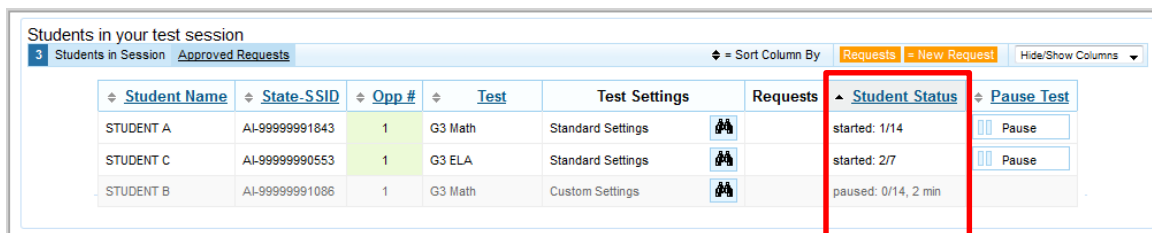
In the rare event that a student starts a test unintentionally (for example, selected a PT instead of a CAT, or selected mathematics instead of ELA), the test's expiration timeline will be activated. If a student is unable to return to and complete the test before it expires in ten days (PT) or forty-five days (CAT), the SC or STC will need to submit an appeal via OPI test security procedures, see section 4.0 – 5.0 of this manual.

Monitoring Test Progress

Once students have started their tests, the TA should circulate through the room to ensure that all conditions of test security are maintained. If the TA witnesses or suspects the possibility of a test security incident, the SC and STC should be contacted immediately in accordance with the security guidance provided in this manual.

The TA may also use the TA Interface to view the testing progress of any student. This site will not show test items or scores but will let the TA see how many items have been delivered to each student (e.g., question 24/40).

While the TA Interface is designed to automatically refresh every minute, the TA can refresh it manually at any time by clicking the **[Refresh Now]** button at the top left of the page. Do NOT click the web browser's refresh button to refresh the TA Interface.



Student Name	State-SSID	Opp #	Test	Test Settings	Requests	Student Status	Pause Test
STUDENT A	AI-99999991843	1	G3 Math	Standard Settings		started: 1/14	Pause
STUDENT C	AI-99999990553	1	G3 ELA	Standard Settings		started: 2/7	Pause
STUDENT B	AI-99999991086	1	G3 Math	Custom Settings		paused: 0/14, 2 min	

If the TA notices that a student is off task, the TA may say the following statement to the student, verbatim, to keep him or her focused.

SAY: It is important that you do your best. Do you need to pause the test and take a break?

If a student asks for assistance either in answering an item or manipulating an item type, the TA should gently instruct the student to review the tutorial for help and let the student know that he or she should try his or her best, but that the TA cannot help answer an item. The TA may remind the student to reread the instructions for that item.

SAY: I can't help you with your test. Try to do the best that you can.

Allowing the students to practice on the Training Test and Practice Test prior to testing is strongly encouraged to ensure that students are able to manipulate each item type and use the various tools and supports during testing.

IMPORTANT:

- If the TA is using the TA Interface and navigates to ART or the TA Practice or Training Site, the session will stop, and all students in the session will be logged out. The session cannot be resumed. A new session will have to be created, and the students will have to log in to the new session to resume testing. When starting a new session, give the new session ID to the students so they can log in and resume testing.
- If the TA Interface or TA training site browser is accidentally closed while students are still testing, the session will remain open until it times out after twenty minutes. The TA can open the browser and navigate back to the TA Interface. The TA will be prompted to enter the active session ID.
- As a security measure, TAs are automatically logged out of the TA Interface after twenty minutes of TA user inactivity and student inactivity in the test session, which will result in closing the test session. If this occurs, the TA will have to create a new session and the students will have to log in to the new session to resume testing. When starting a new session, the TA should give the students the new session ID so that they can log in and resume testing.

8. *The TA ends the test session and logs out of the Test Administrator Site.*

When there are approximately ten minutes left in the test session, the TA should give students a brief warning.

SAY: We are nearing the end of this test session. Please review any completed or marked items now. Do not submit your test unless you have answered all of the questions.

After answering the last item in each segment, each student is presented with a screen prompting him or her to review answers (marked and unmarked) for all items available to the student or prior to submitting the test. A test cannot be paused after the last item has been presented to the student.

After answering the last question, students must submit their tests. If students would like to review their answers before submitting their test, they should click **[REVIEW MY ANSWERS]** and then **[SUBMIT TEST]** after they finish reviewing. Once a student clicks **[SUBMIT TEST]**, the student will not be able to review answers.

SAY: This test session is now over. If you have not finished, click PAUSE, and you will be able to finish at another time. If you have finished, click SUBMIT TEST. I will now collect any scratch paper or other materials.

TAs should click **[Stop Session]** to end the test session and pause any student test in the session that is still in progress. When finished, TAs can log out of the TA Interface by clicking the **[Logout]** button at the top right. TAs should also collect any scratch paper (and graph paper for grades 6 and up).

10.2 Testing Over Multiple Sessions or Days

For some tests, particularly the performance tasks, students may be best served by sequential, uninterrupted time that may exceed the time in a student's schedule. Smarter Balanced recommends that the ELA PT be administered in two sessions corresponding with Part 1 and Part 2. Students can be provided breaks within each part; however, once a student moves on to Part 2, he or she will not be able to review or revise items in Part 1. For this reason, it is recommended that students complete Part 1 in one test session; Part 2 would ideally be delivered the next school day. For the mathematics PT, Smarter Balanced recommends that it be administered in one test session of 40–120 minutes.

If the TA intends to administer the test over the course of multiple days for a student or group of students, TAs may ask students to pause after they reach a designated point. For most tests, there is nothing built into the system to prevent students from progressing from one section of the test to another. In those cases, the TA should give the students clear directions on when to pause. For example, TAs may designate a certain amount of time for testing. Likewise, the end of Part 1 of the ELA PT might be a logical stopping point. This guidance may be written on a dry-erase board, chalkboard, or another place that students can easily see. Students will receive a notification when they reach the end of the section.

When testing is resumed on a subsequent day, the TA will need to start a new test session and provide a new session ID. When instructing the students to log in, TAs should read the unitalicized sections of the general script (SAY boxes) to the students from the beginning in section *10.0 Day of Test Administration*.

A summary of recommendations for the number of sessions and session durations is in section *7.3 Testing Time and Recommended Order of Administration*.

11.0 FOLLOWING TEST ADMINISTRATION

11.1 Destroying Test Materials



Federal law—the Family Educational Rights and Privacy Act—prohibits the release of any student's personally identifiable information. Any printed materials must be securely stored and then shredded.

As a reminder, those printed and paper test materials identified in section 3.0 *Ensuring Test Security* must be securely shredded immediately following each test session and may not be retained from one test session to the next. The only exception to this is scratch paper (and graph paper for Grades 6 and up) used during the performance task, which should be handled according to the guidance provided in section 3.2 *Secure Handling of Printed Materials*.

11.2 Reporting Testing Improprieties, Irregularities, and Breaches

Throughout testing, ensure that all test security incidents were reported in accordance with the guidelines in sections 3.0 *Ensuring Test Security* and 4.0 *Responding to Testing Improprieties, Irregularities, and Breaches* in this manual.

APPENDIX E: COMPUTER ADAPTIVE TEST PAUSE RULE SCENARIOS


Scenarios:

1. If the computer adaptive test (CAT) portion of the test is paused for less than twenty minutes, the student can return to previous test pages and change the response to any item he or she has already answered within a segment.
2. If the CAT portion of the test is paused for more than twenty minutes, the test will return the student to the last page with unanswered items when the student resumes testing. If a page has both answered and unanswered items, the student may change any answers on that page. The student may not return to previous pages and cannot change answers to items on previous pages.
 - a. Example: A single test page has items 4–10. A student answers items 4–7 and pauses the test for more than twenty minutes. When the student resumes testing, he or she can change answers to items 4–10 but cannot return to items 1–3 on an earlier page.
 - b. Example: A page contains items 9–11 and a student answers all of those items before pausing the test for more than twenty minutes. When the student resumes testing, he or she will begin on item 12 and cannot return to items 1–11.

APPENDIX F: TEST SECURITY

The **Test Security Chart** shows the test security incident levels and examples of types of issues.

Level of Severity & Potential Effect on Test Security	Types of Issues
LOW Impropriety	Student(s) making distracting gestures/sounds or talking during the test session that creates a disruption in the test session for other students.
	Student(s) leave the test room without authorization.
	Administrator or Coordinator leaving related instructional materials on the walls in the testing room.
MEDIUM Irregularity	Student(s) cheating or providing answers to each other, including passing notes, giving help to other students during testing, or using hand-held electronic devices to exchange information.
	Student(s) accessing the Internet or any unauthorized software or applications during a testing event.
	Student(s) accessing or using unauthorized electronic equipment (e.g., cell phones, PDAs, iPods, or electronic translators) during testing.
	Disruptions to a test session such as a fire drill, school-wide power outage, earthquake, or other acts.
	Administrator or Coordinator failing to ensure administration and supervision of the Smarter Balanced assessments by qualified, trained personnel.
	Administrator giving incorrect instructions that are not corrected prior to testing.
	Administrator or teacher does not present Classroom Activity prior to performance task administration.
	Administrator or Coordinator giving out his or her username/password (via email or otherwise), including to other authorized users.
	Administrator allowing students to continue testing beyond the close of the testing window.
	Administrator or teacher coaching or providing any other type of assistance to students that may affect their responses. This includes both verbal cues (e.g., interpreting, explaining, or paraphrasing the test items or prompts) and nonverbal cues (e.g., voice inflection, pointing, or nodding head) to the correct answer. This also includes leading students through instructional strategies such as think-aloud, asking students to point to the correct answer or otherwise identify the source of their answer, or requiring students to show their work.
	Administrator providing students with nonallowable materials or devices during test administration or allowing inappropriate designated supports and/or accommodations during test administration.
	Administrator allowing anyone other than a student to log in to the test unless prescribed as an allowable accommodation in the student's Individualized Education Program (IEP). This includes Test Administrators (TAs) or other staff using student information to log in or allowing a student to log in using another student's information.
	Administrator providing a student access to another student's work/responses.
HIGH BREACH	Administrator or Coordinator modifying student responses or records at any time.
	The live Student Interface or TA Interface being used for practice instead of the Training or Practice Tests.
	Adult or student posting items or test materials on social media (Twitter, Facebook, etc.).
	Administrator allowing students to take home printed test items, reading passages, writing prompts, or scratch paper that was used during the test or failing to otherwise securely store test materials.
	Adult or student copying, discussing, or otherwise retaining test items, reading passages, writing prompts, or answers for any reason. This includes the use of photocopiers or digital, electronic, or manual devices to record or communicate a test item. This also includes using secure test items, modified secure test items, reading passages, writing prompts, or answer keys for instructional purposes.



Secure test materials being shared with the media (such as the writing prompts, test items, or reading passages), or allowing media to observe a secure test administration.
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Adult or student improperly removing secure testing materials such as test items, stimuli, reading passages, writing prompts, or scratch paper from the testing environment.
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APPENDIX I: MULTIPLICATION TABLE

A single-digit (1–9) multiplication table is a non-embedded accommodation for **grades 4 and above** mathematics items. The multiplication table is to be used *only* for students with a documented and persistent calculation disability (i.e., dyscalculia). This table can be printed for students requiring this accommodation.

MULTIPLICATION TABLE									
×	1	2	3	4	5	6	7	8	9
1	1	2	3	4	5	6	7	8	9
2	2	4	6	8	10	12	14	16	18
3	3	6	9	12	15	18	21	24	27
4	4	8	12	16	20	24	28	32	36
5	5	10	15	20	25	30	35	40	45
6	6	12	18	24	30	36	42	48	54
7	7	14	21	28	35	42	49	56	63
8	8	16	24	32	40	48	56	64	72
9	9	18	27	36	45	54	63	72	81